

Appendix C - Glossary

accession 1. The formal acceptance into custody of an acquisition (see acquisition). 2. An acquisition so recorded.

acid-free paper Paper produced without the use of acid washes having a pH of 7.0 or greater. Although called "acid-free," acid-free paper is not entirely free from natural acids, but the percentage is greatly reduced.

acid migration The movement of acid from acidic material to material of lesser or no acidity, either from direct contact or through exposure to acidic vapors in the surrounding environment.

acquisition An addition to the holdings of a records center, archives, or manuscripts repository, whether received by transfer under an established and legally based procedure, by deposit, purchase, gift, or bequest. An acquisition may comprise a single item or many related or unrelated items.

alkaline reserve paper Paper having an alkaline reserve or buffer. The alkaline buffering agent counteracts acid which might develop later from contact with acidic materials or atmospheric pollutants.

archival value Those values (administrative, fiscal, legal, intrinsic, evidential, and/or informational) which justify the preservation of records/archives.

archives 1. The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value. 2. The building or part of a building where archival materials are located; also referred to as an archival repository. 3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials.

artificial collection see **collection**

authority control The process of verifying and authorizing the choice of unique access points, such as names, subjects, and forms, and ensuring that access points are consistently applied and maintained in an information retrieval system.

broadside A publication consisting of a single sheet (or, less frequently, of a few adjoining sheets) bearing information printed as a single page, on one side of the sheet; usually intended to be posted, publicly distributed, or sold.

bone folders Flat maulsticks usually made of bone used for creating and, occasionally, removing creases.

buffer An alkaline reserve in paper, usually a calcium carbonate filler which maintains the pH in the neutral or alkaline range by reacting with acidic gases from the environment or from the deterioration of the paper itself.

cleaning pad A pad filled with a non-abrasive powder suitable for cleaning heavy surface dirt prior to brushing. This cleaning powder is much like the substance used in common pencil erasers, but without dyes or other harsh chemicals. Materials should be thoroughly dusted after using a cleaning pad to

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remove all traces of the cleaning powder.

clippings Illustrations, pages, articles, or columns of text removed from books, newspapers, or periodicals, or other publications.

collection A body of archival material formed by or around a person, family group, corporate body, or subject either from a common source as a natural product of activity or function, or gathered purposefully and without regard to original provenance (sometimes referred to as an artificial collection).

conservation The component of preservation that deals with the physical or chemical treatment of documents.

deaccessioning The process by which an archives or manuscripts repository formally removes material from its custody. Most often this will occur during processing, when some materials are determined to be unsuitable for permanent retention within a collection for reasons including: duplication, subject matter, or physical condition (especially when replaced with a surrogate).

deacidification The process by which the acid in paper is neutralized so that the pH value is at least 7.0, thereby assisting in preservation. Normally, the process deposits an alkaline buffer or reserve to inhibit the return of an acidic state.

deed of gift A signed document containing a voluntary transfer of title to real or personal property without a monetary consideration. A deed of gift to an archives or manuscripts repository frequently takes the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access and/or use. LC uses the term "Instrument of Gift."

document boxes (correspondence and two-piece drop front) Boxes made of heavy weight acid-free, lignin-free box board. They are designed to provide a closed housing, sealing and protecting the enclosed material from harmful light and air-borne pollutants.

document folders Folders made of acid-free, lignin-free card stock used as the primary housing for paper-based materials. Document folders, like acid-free paper, are produced with an alkaline reserve to serve as a buffer for acidic paper. In theory, the folder actually absorbs and/or neutralizes acid, slowing the process of decay.

encapsulation The encasing of a document in clear plastic, usually polyester with one or more sealed edges, that provides nonreactive support and protection for a fragile document while maintaining visibility.

environmental control The creation and maintenance of a storage environment for archival holdings conducive to their long-term preservation. It encompasses temperature, relative humidity, air quality, lighting, freedom from biological infestation, housekeeping procedures, security, and protection from fire and water damage.

ephemera Items, usually printed and on paper, that are manufactured for a specific limited use, then often thrown away (e.g. badges, forms, invitations, schedules, tickets, etc.).

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evidential value The worth of documents/archives for illuminating the nature and work of their creator by providing evidence of the creator's origins, functions, and activities.

finding aid The descriptive tool, published or unpublished, manual or electronic, produced by a creator, records center, archives, or manuscript repository to establish physical control and intellectual control over archival materials.

folio 1. A leaf of paper or parchment usually folded and numbered only on the front. 2. The number assigned to a leaf. 3. A volume made up of sheets folded once; hence, loosely, a volume of large dimensions.

friable Fragile; easily crumbled. In archival parlance, this term usually refers to writing or drawing media such as charcoal or pastels which are easily smudged.

Hake brush Brush made with soft, natural hair, for cleaning most delicate collection material. Photographic brushes, which have the finest hairs, are preferable for photographic prints and negatives. (Pronounced HOCK-ay.)

holograph A document in the handwriting of the person who composed or authored it, with or without a signature.

iconography Pictorial material including photographs, paintings, drawings, engravings, lithographs, etc.

incipit The opening words or musical notes of a prose or musical work or section thereof.

informational value The value of records or papers for information they contain on persons, places, subjects, and things other than the operation of the organization that created them or the activities of the individual or family that created them.

intellectual control The knowledge or documentation required for access to the informational content of records.

interleaving Placing sheets of one material between sheets of a similar or different material for such purposes as drying wet documents, providing an alkaline buffer, or preventing documents from rubbing.

intrinsic value The inherent worth of a document based upon factors such as age, content, usage, circumstances of creation, signature, or attached seals.

item The smallest indivisible archival unit (e.g. a letter, memorandum, report, musical score), often consisting of more than one physical piece.

leaf One of the units into which the original sheet or half sheet of paper, parchment, etc., is folded to form part of a book, pamphlet, journal, etc.; each leaf consists of two pages, one on each side, either or both of which may be blank. In current usage, the term is also applied to separate sheets which comprise a multi-page document if they are written or printed on one side only.

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linen tape A seamless ribbon of fabric made of unbleached linen or cotton without harmful dyes or additives. Linen tape, or cotton tie, provides a non-abrasive method for tying loose boards.

lignin A naturally-occurring compound in wood that speeds the deterioration of wood-based products. Most modern paper contains lignin, and is manufactured using acid washes. The combination of acid, lignin, and alum-rosin sizing (a treatment used to prevent ink bleeding) makes many papers produced between 1840 and 1950 highly unstable. Acid-free paper (often called PermaLife paper) is made from fibers which are free of lignin and treated with an alkaline substance serving as a buffer against acidic material.

manuscript Any text or musical notation that is handwritten; a typed document is more precisely called a typescript.

manuscripts repository An institution that collects papers, manuscripts, and frequently records/archives of other institutions, usually in accordance with a predetermined acquisition policy.

medium The physical material in or on which information may be recorded (e.g. clay tablet, papyrus, paper, parchment, film, magnetic tape).

name authority see **authority control**

pamphlet binder A folded board with three flaps which fold around the enclosed items, suitable for pamphlets, programs, libretti, or unbound manuscripts.

pamphlet folder A board folder with several scorings at the fold which can accommodate bound of varying thicknesses.

personal papers The documents accumulated by or belonging to an individual; the archives of a person or family.

pH A measure of the acidity or alkalinity of paper, expressed in terms of a logarithmic scale from 0 to 14. Seven is the neutral point; values above 7 are alkaline; values below 7 are acidic.

phased conservation An approach to conservation that emphasizes broad stabilizing actions to protect the entire holdings of a repository, rather than the concentration of resources solely on item-level treatment.

preservation The totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration and in the treatment of damaged or deteriorated documents.

processing The activities of accessioning, arranging, describing, and properly storing archival materials.

record A document created or received and maintained by an agency, organization, or individual in the transaction of business.

record group A body of organizationally-related records established on the basis of provenance by an

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archives for control purposes.

recto The front of a sheet of paper, parchment, etc.; usually the right-hand page of a book.

red rot Visible deterioration of leather in the form of red powdering.

reversibility, principle of The principle that no procedure or treatment should be undertaken on archival materials that cannot be undone if necessary.

series A group of documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use.

sizing 1. The application to the surface of paper, or incorporation during the formation of paper, of a substance designed to resist penetration by ink and improve printability. 2. The substance used for this purpose.

spacer boards Specially-constructed boards made of corrugated acid-free, lignin-free board stock. Spacer boards, also called follower blocks, serve to protect material within document boxes by preventing unwanted leaning or shifting of materials.

spatula, spoon A tool made of stainless steel, often with spooned or tapered ends, used for removing metal and other fasteners. Sometimes called a micro-spoon spatula.

subseries A subdivision of a series.

uniform title The title by which a work is identified for cataloging or filing purposes. It is used to bring together all versions of a given work and to distinguish that work from any other.

USMARC AMC (USMARC Format for Archival and Manuscripts Control) A format for online records, used to standardize the exchange of descriptive and administrative information about archival materials. It is jointly administered by the Society of American Archivists and the Library of Congress.

verso The back of a sheet of paper, parchment, etc.; usually the left-hand page of a book.

wove-wrap tissue Tissue made of acid-free paper which is ideal for interleaving acidic pages or wrapping delicate artifacts.